

**ASSISTANT FINANCE DIRECTOR, HHSA**  
(Unclassified Management)

**DEFINITION:**

Under administrative direction, to assist in planning, directing, and coordinating the fiscal and budget operations of the Health and Human Services Agency (HHSA); to act in the absence of the Finance Director, HHSA or Deputy Director, HHSA; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Assistant Finance Director, HHSA is a one-position unclassified management class allocated only to the Health & Human Services Agency, Financial Division. The incumbent reports to the Finance Director, HHSA and has significant responsibility for formulating financial and fiscal HHSA policy and for serving the division director in the absence of Finance Director. This class assists with the management of complex countywide, health and social service fiscal, budget and financial issues which impact service delivery to clients including welfare payments.

**EXAMPLES OF DUTIES:**

Assists with the planning, management, and coordination of all financial, budgetary and fiscal activities in the Health and Human Agency (HHSA); serves in the absence of the Finance Director, HHSA; advises agency cabinet level executives; prepares executive-level reports and correspondence; assists in preparing presentations to the Board of Supervisors and other legislative authorities; represents the county at meetings or conferences with other public and private agencies, organizations, or councils; performs special studies and projects as assigned by the Finance Director, HHSA; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Fiscal and budgetary principles and procedures.
- County government organization.
- Laws and rules regulating and influencing fiscal operation of the Health and Human Services Agency (HHSA).
- Federal, state and local financial reporting requirements relevant to HHSA.
- Principles of management, supervision, and administration.
- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Plan, direct, organize and manage the financial and budgetary planning and control within a large multi-functional company or government agency providing a wide variety of services or functions.
- Identify budgetary or financial problems and recommend solutions.
- Provide decision-making and technical support to a group manager/agency director.
- Develop and recommend service delivery plans for countywide, regional, and specialty services.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.

- Prepare and give public presentations on the program’s activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental or public/private agencies, the media, and other agencies.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience which demonstrates possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

1. Possession of a bachelor’s degree from an accredited college or university in public health administration, public administration, business administration, finance, economics, accounting or a closely related field. A graduate degree in a related field is highly desirable; AND,
2. Three (3) years of general management experience which included designing and implementing new systems of care for a large public health and human services agency.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver’s license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.